

## **TERMS OF REFERENCE**

### **1. PROJECT TITLE**

**SUPPLY AND DISTRIBUTION OF NEWS PAPERS FOR THE DME HEAD OFFICE, AND REGIONAL OFFICES.**

### **2. BACKGROUND**

DME Managers have been subscribing to various newspapers over the years. However there has been no central policy relating to the procurement of newspapers. Directorates have been responsible for the procurement of their newspapers in some instances, and in some Communications have had to pay for the service from its budget.

Directorates have tended to use a distributor that is engaged by the Communication Chief Directorate as a bigger subscriber within the DME. The Communication Directorate on the other hand has tended to engage distribution companies mainly on the basis of reliability and timeous delivery. As a result of this disintegration the service has proved to be extremely costly and tedious to manage.

### **3. SCOPE OF THE WORK**

**The successful contractor will be responsible for:**

- 3.1 Delivering the required newspapers every morning (before 07h00) from Monday to Friday.
- 3.2 The newspapers should be bound with a rubber band and labeled according to subscribers/directorates.
- 3.3 Newspapers should be left at the reception area.
- 3.4 The contractor should deal with any shortages that are reported promptly (replace the missing papers)
- 3.5 Any change/improvements that the contractor envisages should first be agreed upon with Communications (through the library)
- 3.6 Distribution of weekend newspapers to designated residential addresses every Saturday and Sunday mornings (before 08h00)

#### **4. TERMS AND CONDITIONS**

**DME will enter into two (2) year contract with the successful contractor.**

The successful contractor will be requested to provide DME with a written quotation based on the newspaper schedule before commencing with a project.

The successful contractor may appoint sub contractors on condition that the successful contractor(s) will be directly responsible for the actions and payment of the sub contractors, this to accommodate the distribution to the regional offices, Cape Town offices and residence of the Minister and the Director General.

#### **5. REPORTING**

The contractor shall report any matter relating to the supply and distribution of newspapers to the Communications Chief Directorate through the head of the library. All sub contractors appointed by the successful contractor will report directly to them and not to the DME.

#### **6. COMPULSORY INFORMATION SESSION**

One session will be required to handover the list of subscribers and the residential addresses for weekend delivery. This will be complemented by electronic mail correspondence should there be change of address.

#### **7. DURATION**

DME will enter into a two (2) year contract with the successful contractor.

#### **8. LIST OF NEWSPAPERS**

8.1. Business Day	112 copies
➤ Northern Cape	x2 copies
➤ Mpumalanga	x2 copies
➤ Welkom	x2 copies
➤ Limpopo	x2 copies
➤ Gauteng	x2 copies
➤ Parliament	x2 copies
➤ Head Office	x100 copies
8.2. Mail & Guardian	114 copies

- Northern Cape x2 copies
- Parliament x2 copies
- Mpumalanga x1 copy
- Welkom x2 copies
- Limpopo x2 copies
- Gauteng x1 copy
- North west x2 copies
- Eastern Cape x2 copies
- Head Office x100 copies

8.3. The Citizen x09 copies

- Gauteng Region x1 copy
- Head Office x6 copies
- Parliament x2 copies

8.4. Sowetan x11 copies

- Head Office x09 copies
- Parliament x02 copies

8.5. The Star x114 copies

- Gauteng x2 copies
- Parliament x2 copies
- Mpumalanga x2 copies
- Welkom x2 copies
- Parliament x2 copies
- Limpopo x2 copies
- North West x2 copies
- Western Cape x1 copy
- Head Office x99 copies

8.6. Sunday Times

- Head Office x4 copies

8.7. Sunday World

- Head Office x4 copies

8.8. Pretoria News

- Head Office x6 copies

8.9. Herald

- Eastern Cape x2 copies
- 8.10. Mercury
  - Kwa-Zulu Natal x2 copies
- 8.11. Isolezwe
  - Kwa-Zulu Natal x2 copies
- 8.12. Daily News
  - Kwa-Zulu Natal x2 copies
- 8.13. Cape Times
  - Western Cape x1 copy
- 8.14. Die Burger
  - Western Cape x1 copy
- 8.15. Cape Times
  - Parliament x2 copies
- 8.16. DFA
  - Northern Cape x2 copies
- 8.17. Cape Argus
  - Parliament x2 copies

## **9. ADDRESSES**

### **a. Limpopo**

- 101 Dorp Street  
Polokwane
- Business Day x2 copies
- Mail & Guardian x2 copies
- The Star x2 copies

## **b. Mpumalanga**

- Receiver of Revenue  
Cnr Paul Kruger & Botha Avenue  
Witbank
  
- Business Day      x2 copies
- Mail & Guardian    x1 copy
- **The Star**            **x2 copies**

## **c. Kwa-Zulu Natal**

- Bay House  
333 Smith Street  
Durban
  
- Mercury              x2 copies
- Isolezwe            x2 copies
- Daily News         x2 copies

## **d. Western Cape**

- Custom House, 4<sup>th</sup> Floor  
Lauer Haerengracht  
Foreshore  
Cape Town
  
- Cape Times         x1 copy
- Die Burger         x1 copy
- The Star            x1 copy

## **e. Eastern Cape**

- Mount Croix  
Cnr Mount & Diaz Street  
Port Elizabeth
  
- Mail & Guardian x2 copies
- Herald            x2 copies

## **f. Northern Cape**

- 30 – 31 Currey Street  
Liberty Building  
1<sup>st</sup> Floor  
Kimberley

- Business Day x2 copies
- Mail & Guardian x2 copies
- DFA x2 copies

**g. Free State**

- DME Building  
Cnr Ryk and de Kaap Street  
Welkom
- Business Day x2 copies
- Mail & Guardian x2 copies
- The Star x2 copies

**h. North West**

- Former Vaal University of Technology Building  
Cnr Corrie de klerk and Margaretha Street  
Klerksdorp
- Mail & Guardian x2 copies
- The Star x2 copies

**10. EVALUATION METHODOLOGY**

**I. Cost**

- The service provider will be requested to give the total cost regarding the work to be undertaken
- Financial proposal (HDI and Price) should be separate from the technical proposal

**II. Historically Disadvantaged Individuals**

- PPPFA prescripts will apply

**III. Experience**

The company must have similar minimum related experience of two years, and has been operational for the past year.

**IV. Track record**

- Companies are required to provide proof that they have performed similar service, accompanied by correspondence from reference proving that such project was executed as well as their references

## EVALUATION CRITERIA LINKED TO NUMERIC VALUES

CRITERIA	WEIGHT
1. Financial evaluation ➤ Price	40
2. Technical evaluation ➤ Experience/Track record	50
3. BEE Status ➤ HDI ➤ WE ➤ DISABILITY	5 3 2
<b>TOTAL:</b>	<b>100</b>

A bidder who scores less than 25 out of 50 in respect of technical evaluation will be regarded as submitting non-responsive bid and will be disqualified.

### 11. CONTACT DETAILS

Name: Zime Ndlangana  
 Email: [zime.ndlangana@dme.gov.za](mailto:zime.ndlangana@dme.gov.za)  
 Tel: (012) 317 8053  
 Fax: (012) 320 7370

Name: Tlangelani Baloyi  
 Email: [Tlangelani.baloyi@dme.gov.za](mailto:Tlangelani.baloyi@dme.gov.za)  
 Tel: (012) 317 8702  
 Fax: (012) 320 7370